

BRA EMPLOYMENT OPPORTUNITY	PLEASE POST!!
<b>TITLE:</b> LANGUAGE and WRITING SPECIALIST	<b>JOB VACANCY POSTING NO.</b> <u>74-01</u>
<b>EMPLOYMENT STATUS:</b> BRA Development Program Employee (See Definition on Reverse)	<b>POSTING DATE:</b> <u>10/11/01</u>
<b>DEPT/DIV:</b> DIRECTOR'S OFFICE/STAFF DEVELOPMENT	<b>EXTERNAL DATE:</b> <u>10/24/01</u>
	<b>POSITION FILLED:</b> _____
	<b>DATE:</b> _____
	<b>NAME:</b> _____

**SUMMARY:** Under the direction of the Director of Staff Development, coordinate language translation services for the agency and provide group and individual training in written communication skills.

Ensure effectiveness of agency policy and resources as they relate to language translation and interpretation.

Ensure agency awareness of and response to the linguistic needs of Boston's neighborhoods..

Manage external contractors who provide language translation and interpretation services throughout agency.

Train staff on current policy and use of existing resources for language translation and interpretation.

Develop and implement staff training in effective writing skills geared to specific job functions and/or individual needs.

As requested, coach individual staff to enhance written communication skills.

Participate in and assist with generation and implementation of policies and programs relating to staff development, communication and community relations.

Research and write reports, briefings, meeting minutes, etc. Develop and prepare materials for meetings and presentations.

Undertake special projects as assigned by the Director of Staff Development.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelor's degree in English, a foreign language, government, education, communications, related field or equivalent plus more than five years of professional level work experience preferably in the areas of translation, community relations, writing, education or training. Requires excellent oral and written communication skills; demonstrated skills in teaching, coaching, and facilitation; familiarity with MS Word, Excel, database and project management software; skills in research, writing and policy development; and familiarity with office management and communications; multilingual candidates strongly preferred.

**GRADE: 20**

**HIRING RANGE:** \$44,681.00-\$53, 715.48

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114  
or e-mail to [hr.bra@ci.Boston.Ma.US](mailto:hr.bra@ci.Boston.Ma.US).

**An Affirmative Action/Equal Opportunity Employer**  
**Auxiliary aids and services are available upon request to individuals with disabilities.**  
**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE**